



TRI-MEweb Reference Guide 2

How to Add Role, Add Facility, and Generate an ESA to a New Certifying Official's CDX Account.

Instructions for certifying officials without a Central Data Exchange (CDX) account

Role: Certifying Official – A person of authority at a facility or legal representative the facility that will be certifying TRI files that will be submitted to EPA and their State. A certifying official may also prepare forms.

Requisite: If you do not have a registered CDX account to electronically submit TRI forms or another EPA report, you will need to create a new CDX account to add your new role as certifying official.

Need: Access code(s) and TRI identification number(s) (TRIFID) assigned to your facility's location.

Start



Did you know?

Certifying officials are assigned dual roles. They can prepare and certify TRI forms.



Instructions on how to register and add the TRI-MEweb application in your new CDX account.

1. Go to <http://cdx.epa.gov> to create your new CDX account.
2. Read the **Warning and Privacy** notices and click; "-Click here to continue-" to go to the CDX Home page.
3. On the CDX Home page click on the link: "If you are new to CDX and wish to register, please click here." See Figure 1.

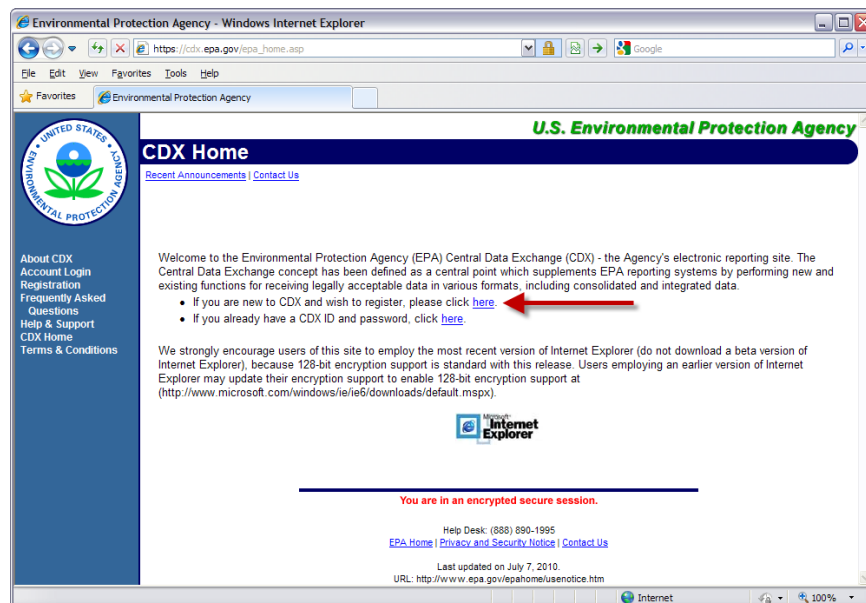


Figure 1: CDX login Web page.



TRI-MEweb Reference Guide 2

How to Add Role, Add Facility, and Generate an ESA to a New Certifying Official's CDX Account.

4. Click on the "-Click here to continue-" link on the bottom of this warning page.
5. Click "I Accept" to accept the Terms and Conditions and it will take you to the "CDX Registration: User Information" page.
6. Complete your one-time registration on the CDX registration screens. You will provide your name and other user information, enter a **login name**, **password**, provide an **email address**, and devise a **secret question** for identification verification. Write this information down and store in a safe place. See Figure 2.

Did you know?

TRI-MEweb is one of 59 data flows applications on EPA's CDX network.

Figure 2: Creating CDX account. EPA recommends that users record account information for future use.

Figure 3: Add TRI-MEweb application to your CDX account.

7. You will then be forwarded to the **Program Selection** page. Select the "Toxic Release Inventory Made Easy Web (TRIMEweb)" radio button and click "Add". See Figure 3.
8. On the "Add Role" page, select your Program ID type based on the criteria in next section:



TRI-MEweb Reference Guide 2

How to Add Role, Add Facility, and Generate an ESA to a New Certifying Official's CDX Account.

Instructions on how to assign facilities to a certifying official's CDX account.

9. Change the **Program ID type** to "Certifying Official" using the drop down menu. If you **received an email** notifying you that you were selected as the certifying official for a facility, you may need to obtain an "Access Code" – *typically a six digit number* – by calling the CDX Helpdesk (888) 890-1995. Your preparer may also have gotten assigned an access code from the *TRI-MEweb* application. Enter your access code in the ID field, otherwise, if you have no access key, enter **N/A** in the **ID field**. See Figure 4.

Did you know?

You can obtain your access code by calling the CDX Helpdesk:
(888) 890-1995

Figure 4: Assigning the certifying official role to your CDX account.

10. Click "FINISHED". The CDX Registration/ *TRI-MEweb* Access Information screen will be displayed.



TRI-MEweb Reference Guide 2

How to Add Role, Add Facility, and Generate an ESA to a New Certifying Official's CDX Account.

11. Enter your **appropriate title** (i.e., **president, plant manager, chief of operation, etc.**) and click "Save". The "Enter TRIFID" page will be displayed. See Figure 5.

Figure 5: Enter title of your certifying official.

Useful Tip

Print and mail your **signed** ESA to EPA's Data Processing Center (DPC):

U.S. Environmental Protection Agency
Attention: TRI Reporting Center
PO Box 10163
Fairfax, VA 22038

12. If you have a **TRI Facility Identification number (TRIFID)** that you want associated with your MyCDX certification module account enter the TRIFID in the appropriate text box and press "**ADD FACILITY**". If you have more than one TRIFID add them at this time (only if you are the certifying official designated at these other facilities). When you have completed entering your TRIFIDs, **press** the "**DISPLAY and PRINT ESA**" button and **the Electronic Signature Agreement (ESA)** will be displayed in a new window with all TRIFIDs that were added to account. **Important: Do not close the ESA pop-up window until you have printed your ESA! See Figure 6.**
13. **Press** the "**PRINT & CLOSE**" button on the ESA window to print the ESA. Please follow the **instructions** on the printed ESA. As the certifying official, you will need to sign the ESA document, and mail the **signed** ESA to EPA for approval. We suggest you photocopy the original ESA for your records before mailing it to our data processing center (DPC) whose address is found on the bottom the ESA printout. The **approval** of the ESA by EPA **may take up to 5 calendar days**. ***This processing time must be taken into account in your schedule in order to complete your TRI forms before the July 1st deadline. See figure 6 for sample ESA.***
- a. **Tip:** The preparer, while logged into the preparer's *TRI-MEweb* account, can also **check** the status of the ESA approval. Upon EPA receiving the ESA and approving it, **a change of status notification** is sent automatically to *TRI-MEweb* that will change the status of the pending ESA to an approved status.



TRI-MEweb Reference Guide 2

How to Add Role, Add Facility, and Generate an ESA to a New Certifying Official's CDX Account.

- b. **Note:** Keep in mind that if you are still the certifying official next year, you **will not** need to submit a new ESA, unless you are designated to certify another facility. (See Figure 9 to view example list of approved TRIFIDs in certification module)
- c. PDF copies of the ESA will be sent to the CDX inbox and the email you provided as the registered certifying official (new in RY2010).

Beware

Your signed ESA must be approved by EPA before you, as the certifying official can attempt to certify any pending forms in CDX. It may take up to 5 business days for the DPC to process your signed ESA.

2. Electronic signature credential refers to the token held by the individual user that is used to electronically sign electronic submissions. In the case of TRI, the electronic signature credential consists of the CDX User ID and password that a TRI Certifier entered when they created their CDX account. The CDX User ID and password will be asked each time a user attempts to certify a TRI electronic submission through CDX and the correct answers will allow for the certification and submission of the TRI file to EPA.

PLEASE MAIL THE COMPLETED ELECTRONIC SIGNATURE AGREEMENT PROMPTLY TO:

U.S. Environmental Protection Agency
Attention: TRI Reporting Center
P. O. Box 10162
Fairfax, VA 22038

Electronic signature agreements sent by certified mail or overnight mail (i.e. Fed Ex, UPS, etc.) only, should be addressed to:

TRI Reporting Center
c/o CGI Federal, Inc.
12601 Fair Lakes Circle
Fairfax, VA 22033
Phone: 703-227-7644

Please click PRINT & CLOSE to get a hard copy of this agreement.

PRINT & CLOSE

Figure 6: Sample of unsigned Electronic Signature Agreement (ESA)..

- 14. Press the "**FINISHED**" button.
- 15. The "**successfully registered**" confirmation page will be displayed. Click "**Finished**" to wait for approval of the ESA. Once your ESA has been received and processed by EPA, you will be granted access to begin certifying submissions for the registered facilities.



TRI-MEweb Reference Guide 2

How to Add Role, Add Facility, and Generate an ESA to a New Certifying Official's CDX Account.

Option 2

Alternative method of adding multiple facility profiles in a single ESA form to a certifying official's CDX account

Alternative Option to assign multiple facilities to a certifying official's CDX account after creating their certifying official role in CDX.

16. Once registered in **CDX**, you can also enter additional TRIFIDs and complete an ESA.
17. Click "**TRI-MEweb: Certify Submission**" link in your **MyCDX** window. See Figure 7. Enter your facility (or any additional facilities) using the "**Add New TRI Facilities**" link (bottom of Figure 9) and press the "**Add Another Facility**" buttons after each TRIFID is entered. Upon completion, click "**Save**". See Figure 8.

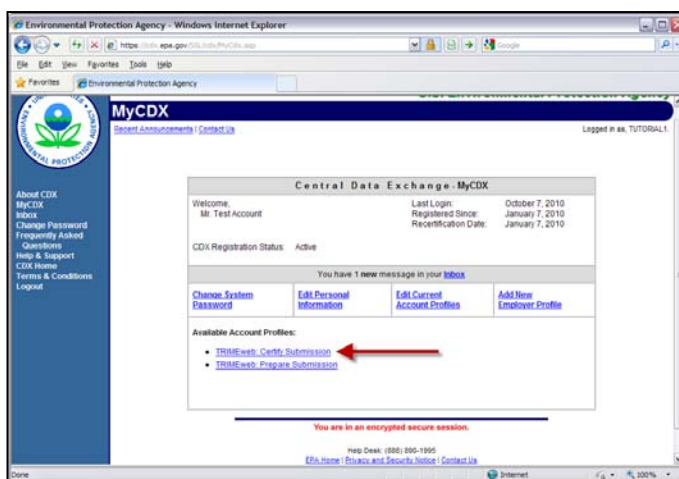


Figure 7: MyCDX account for a certifying official.

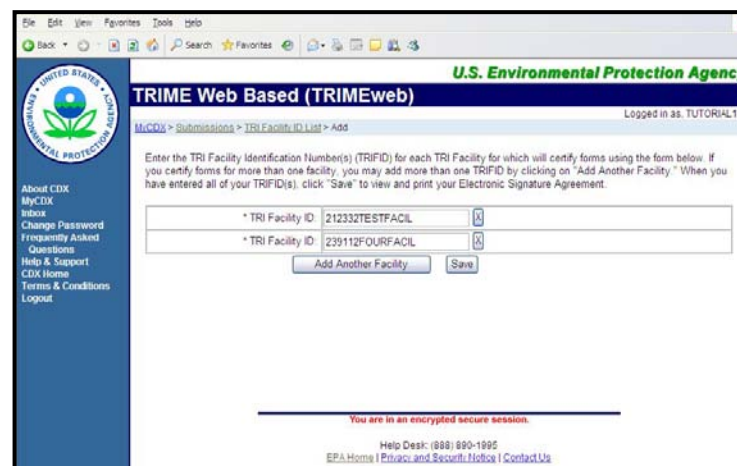


Figure 8: Option to add multiple TRIFIDs to ESA form.

18. At this point, CDX will prompt you to **print** the ESA (view Figure 6 for sample ESA) and will provide instructions on how to mail the **signed ESA** to EPA's data processing center.
19. Once your **ESA has been received and processed by EPA's DPC**, you will be notified by email of your change of status and that access to any pending submissions for your registered facilities has been granted by EPA.



TRI-MEweb Reference Guide 2

How to Add Role, Add Facility, and Generate an ESA to a New Certifying Official's CDX Account.

20. Upon getting your ESA approved by EPA, open your "MyCDX" account by logging back into CDX (Step 1). You will observe two links (as a certifying official role). Click the "**TRI-MEweb: Certify Submission**" link to open the certification module (Figure 9). You will observe in the certification module three sections; the first section contains any pending submission that has been sent to CDX to be certified, the second section contains a historical record of any forms that have been certified, cancelled or withdrawn by the certifier, and third section contains a list of TRIFIDs that you, as the certifying official, have obtained approval from EPA to certify their forms. If you need to add a missing facility TRIFID to this module click on the "**Add New TRI Facilities**" link on bottom of Web page that will direct you to generate an ESA that will need to be signed and mailed for EPA approval in order to add the new TRIFID to the certification module.

Ready to
Certify

Pending Submissions

Here is a list of EPCRA section 313 TRI submissions that have been prepared for you to certify and send to EPA. Please review the Form R and/or Form A information in these submissions, by clicking a File ID link, and certify the submissions.

Submitter	TRIFID	CDX ID/File ID	
Test Account (TUTORIAL1)	123 Chemicals Inc. (2407WTHRDP123TE)	TRI000220100927144218TUTORIAL1	<input type="radio"/> Certify <input type="radio"/> Cancel <input checked="" type="radio"/> No Action

[Next >](#) [Reset Form](#)

Non-Pending Submissions

Here is a list of EPCRA section 313 TRI submissions that have been acted on by you. Click a File ID link to see the Receipt page for a submission.

Submitter	TRIFID	CDX ID/File ID	Status
Test Account (TUTORIAL1)	TEST FACILITY 902000 (902000LOADZEBRA)	TRI000220100528172055TUTORIAL1	Certified
Test Account (TUTORIAL1)	123 Chemicals Inc. (2407WTHRDP123TE)	TRI000220100816153819TUTORIAL1	Certified
Test Account (TUTORIAL1)	123 Chemicals Inc. (2407WTHRDP123TE)	TRI000220100917124508TUTORIAL1	Cancelled
Test Account (TUTORIAL1)	123 Chemicals Inc. (2407WTHRDP123TE)	TRI000220100917131748TUTORIAL1	Cancelled
Test Account (TUTORIAL1)	TEST FACILITY 902000 (902000LOADZEBRA)	TRI000220091213231907TUTORIAL1	Cancelled

Facilities

Your CDX account is associated with one or more TRI Facilities IDs:

- 2407WTHRDP123TE
- 902000LOADZEBRA
- 902000LOADZEBRA
- 902007LOADZEBRA
- 902008LOADZEBRA

You may:
[Manage TRI Facilities](#) | [Add New TRI Facilities](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1998
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on November 8, 2010.
URL: <https://test.epacdx.net/ssi/TRI-MEweb/Certify/List.aspx>

Figure 9: Certification module in CDX.